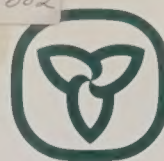


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A Calendar Guide to

Municipal Elections 1982



Provided as a ready reference for Municipal Returning Officers by:

Ministry of
Municipal Affairs
and Housing

Municipal Management
Policy Branch

Honourable Claude Bennett,
Minister

A Calendar Guide to Municipal Elections, 1982

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																								
<p>— The numbers shown after an item refer to sections of The Municipal Elections Act, R.S.O. 1980.</p> <p>— Municipal clerks are the returning officers and revising officers for the conduct of municipal elections - 3.</p> <p>Bold-face type is used for actions that must be taken on the date shown or for actions for which date shown is last possible date to complete the activity.</p> <p>Other actions shown involve some flexibility in that dates are not specified by statute.</p> <p>Arrangements should be made by the Clerk to:</p> <p>— designate the locations of the polling places - 46, 47.</p> <p>— appoint requisite poll personnel</p> <p>— fix the times and places for their instruction.</p> <p>Determinations under sections 59(7) and 113(6) of The Education Act R.S.O. 1980 must be completed by Sept. 1.</p> <p>Consider the appointment of assistant returning officers and assistant revising officers - 4(5).</p> <p>By-law to provide for separate ballots or composite ballots under sections 44(5) and 45 must be passed prior to Oct. 1. (The by-law remains in force until repealed.)</p> <p>If additional advance polls are to be provided, by-law must be passed before nomination day (Oct. 18) - 66(2).</p>					October 1	October 2																								
October 3	October 4 Reminder: The clerk is required to publish and post at least 7 days before nomination day (Oct. 18) a notice stating: — the date and times for filing nominations - 35(3). — the offices for which persons may be nominated - 35(3).	October 5	October 6	October 7	October 8 Clerk should receive list of electors from assessment commissioner on or before this date - 22. Clerk may correct gross or manifest errors in the list before printing - 23. Clerk to arrange for the printing or reproduction of the list - 24. Quantities ordered of preliminary list to be sufficient for distribution required - 25.	October 9 Immediately after receipt of the preliminary list of electors, the clerk is required to: — publish notice of the date of the posting of the list and when, where and how it is to be revised - 24. — fix the places and the times when revision of the list will be undertaken - 24(b). — deliver or mail copies of the list to those specified - 25(5), (6). — post up copies of the list as required - 25.																								
October 10	October 11 The clerk is required to publish and post at least 7 days before nomination day (Oct. 18), a notice stating: — the date and times for filing nominations - 35(3). — the offices for which persons may be nominated - 35(3).	October 12 Reminder: It is required that the preliminary list be posted and notice thereof published on or before Oct. 13 - 25(2).	October 13 The clerk or assistant revising officer to commence revision of the list in accordance with notice previously given - 24, 25. Throughout the period established by the clerk for revision of the list, the clerk or the assistant revising officer may proceed to consider and dispose of applications for revision as they are received - 26. Last day for posting the preliminary list and publishing notice thereof - 25.	October 14 Today begins the period for the clerk to receive nominations. Nomination filed with clerk during normal office hours during period Oct. 14-18 incl. The period concludes at 5 p.m. on nomination day. See sections 34, 35, 36, 37 as to filing and certification procedures and as to posting up names of candidates.	October 15	October 16																								
October 17	Nomination Day - Oct. 18 Nominations close at 5 p.m. - 35(2).	October 19 By 4 p.m., clerk must certify or reject all nomination papers filed and complete the list of candidates - 37(7). Deadline for the withdrawal of nomination by a candidate is 5 p.m. - 38(1), (2). After 5 p.m., clerk is required to declare any acclamations - 40. Proxies may be appointed after nomination day but the clerk's certification must be received before 5 p.m. on polling day - 67(4), (5).	October 20 Additional nominations received where sufficient candidates nominated on nomination day (Oct. 18) - 37(5). This is the last day for the filing of applications for revision of the list - 25. The clerk is required to compile and certify statement of changes and additions to the preliminary list of electors in sufficient quantities to provide the copies listed - 25(5), (6) and 30. Clerk to prepare and certify polling list for each polling subdivision - 31.	October 21 The clerk to publish and post notice of: — the time of the advance polls - 41(2). — the time of the regular polls - 41(2). — the last day for applying for a certificate to vote by proxy - 41(2). Notify clerks of other municipalities of names of candidates to be entered on their ballots - 3(2), (3). Ballots to be printed - 43.	October 22 In municipalities having more than 5 000 electors, the clerk is required to mail or cause to be delivered to each resident elector and mail to each non-resident elector, a notice advising the location of the polling place - 46(7). See also 46(8).	October 23																								
October 24	October 25 The clerk may process any applications for entry to the polling list under section 33 any time after preparation of the polling list and prior to the closing of the poll - 33.	October 26 If not already completed, the clerk should: — appoint poll personnel, — administer oaths of office and secrecy, — provide instructions to the deputy returning officers, — distribute advance poll supplies to D.R.O.'s.	October 27	October 28	October 29	Advance Poll - Oct. 30 — Mandatory polling hours 9 a.m. to 8 p.m. - 66(3). — D.R.O.'s to give list of persons voting to clerk at close of poll and to return the sealed ballot boxes to the clerk - 66(5), (7). — List of persons who voted at advance poll to be available for candidates - 66(5).																								
October 31	November 1	November 2	November 3 If not already done, clerk to distribute regular poll supplies to D.R.O.'s - 48.	November 4	November 5	November 6																								
November 7	Polling Day — Nov. 8 Polling hours 11 a.m. to 8 p.m. - 52. Advance poll boxes to be opened and count made by those D.R.O.'s at close of poll today - 66(8). 5 p.m. deadline for proxy - 67(5). Clerk of municipalities in which offices are elected jointly (e.g. police, village trustees, members of school boards) are required forthwith to notify the appropriate clerk of the polling results - 3.	November 9	November 10	November 11 The clerk is required to publicly declare and to post up the results of the voting - 79(2).	This calendar is intended as a guide only. For more detailed information, reference should be made to The Municipal Elections Act, R.S.O. 1980, Chapter 308. Enquiries may be directed to the Ministry's Field Offices at: <table><tr><td>Cambridge</td><td>519-622-1500</td><td>Oshawa</td><td>416-571-1515</td></tr><tr><td>Guelph</td><td>519-838-2531</td><td>Ottawa</td><td>613-566-3711</td></tr><tr><td>Kingston</td><td>613-547-2203</td><td>Sudbury</td><td>705-675-4343</td></tr><tr><td>London</td><td>519-438-7255</td><td>Thunder Bay</td><td>807-475-1621</td></tr><tr><td>North Bay</td><td>705-476-4300</td><td></td><td></td></tr><tr><td>Ottawa</td><td>705-325-6144</td><td></td><td></td></tr></table>		Cambridge	519-622-1500	Oshawa	416-571-1515	Guelph	519-838-2531	Ottawa	613-566-3711	Kingston	613-547-2203	Sudbury	705-675-4343	London	519-438-7255	Thunder Bay	807-475-1621	North Bay	705-476-4300			Ottawa	705-325-6144		
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